



Statewide Accounting Policy & Procedure

Accounting Manual Reference:

Section: Travel
Sub-section: High Cost Areas in Georgia

**Authoritative
References:**

See Authority
Section Below

Effective Date: 10/01/2010

Revision Date: 10/01/2010

High Cost Areas in Georgia

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Background and Scope:

The General Services Administration (GSA) establishes the per diem rates providing the maximum reimbursement allowances up to which federal employees are reimbursed by their agencies for expenses incurred while on official travel. The Continental United States (CONUS) per diem rate for an area is actually three allowances in one: the lodging allowance, the meals allowance and the incidental expense allowance. Most of the CONUS (approximately 2600 counties) are covered by the standard CONUS per diem rate; however, there are certain designated Non-Standard Areas (NSA) with assigned per diem rates higher than the standard CONUS rates.

This policy indicates the specific counties in Georgia which are covered under the Non-Standard Area per diem rates and identifies the maximum reimbursement allowances for those areas. State employees traveling in Georgia's high cost counties will be reimbursed at the established higher rates set forth by the Statewide Travel Regulations as opposed to the high cost per diems set by the federal government.

Authority:

- Official Code of Georgia Annotated (OCGA) 50-19-5, Duties of the State Accounting Officer & Office of Budget and Planning; recommendations for improving travel regulation policy
- GSA, Federal Travel Regulation Amendment 2005-01 as of July 1, 2005, or subsequently amended.

Applicability:

This policy applies to officers, officials, and employees of the executive, legislative, and judicial branches of the State who are to be reimbursed for meals and incidentals that occurred while conducting official State business.

Policy and Procedures:

High cost areas within Georgia are changed only upon notification from SAO/OPB via revisions to this policy.

For travel on or after March 1, 2010, high cost areas in Georgia are limited to the following counties: Chatham, Clayton, Cobb, Coweta, DeKalb, Fayette, Fulton, Glynn, Gwinnett, and Richmond counties.

Per Diem rates applicable to high cost areas are outlined below:

Eligible Meals	Per Diem Amount
Breakfast	\$7.00
Lunch	\$9.00
Dinner	\$20.00

Forms and Attachments:

[Travel Expense Statement](#)